

CITY OF BURBANK

ASSISTANT CITY MANAGER

DEFINITION

Under direction as assigned, assists and acts for the City Manager by relieving them of assigned responsibilities; acts for the City Manager in their absence.

ESSENTIAL FUNCTIONS

Confers with the City Manager to determine basic policies; meets with department heads to plan and coordinate action in matters in which basic policy has been established; makes administrative interpretations and applications of the Charter, ordinances, and policies; recommends approval or rejection of claims, vouchers, payrolls, and bonds; gathers data for the City Manager and makes recommendations; advertises, receives and opens bids; recommends amendments to ordinances and established policies to meet changing needs; prepares items for the Council agenda; plans and assigns the work of employees of the City Manager's office; reviews and approves correspondence, documents and reports; and does related work as required.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the organization and operations of municipal government; good administrative practices; sound business judgment.
- Ability to - plan direct and coordinate the work of others; maintain cooperative relations with others.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college, AND at least one year's recent experience as a city manager or assistant to a city manager, OR AT least 3 years' recent experience administering a department or division of a public agency with responsibility for budget and personnel management, OR AT least 5 years' recent experience as an executive assistant, administrative assistant, or administrative analyst in a public agency or governmental research agency.

SUPPLEMENTAL INFORMATION

None.